

Cleaning Duties for the Annex and the Courthouse

Daily Cleaning

1. Clean and sanitize all bathrooms in the annex and the courthouse. Total of 5. (toilets, sinks, floors)
2. All trash removed from every office
3. Floors swept/vacuumed
4. Door handles sanitized
5. Vacuum or sweep under all desk

Weekly

1. Floors mopped three times per week.
2. Cob webs removed from each office and hallways
3. Window sills (that can be reached wiped out and cleaned)
4. Glass doors entering both buildings

Monthly

1. Clean stairwells
2. Wipe hand rails going up and down stairs
3. Wipe counter tops that services the public

6-Months

1. Clean ceiling fan blades
2. Furniture polish on the outsider and counter tops (Assessor/Clerk/Collector/Treasurer)
3. Clean the upstairs breakroom thoroughly
4. Clean bathroom vents
5. Wipe down bathroom walls thoroughly and sanitize

ALL CLEANING WILL BE DONE AFTER 4:30 PM OR BEFORE 7:00 AM